

Vendor Advisory Committee Rules of Operation

(Updated January 6, 2009)

The Vendor Advisory Committee Shall:

- Provide a forum for the public to bring issues before the TPASS Division of the Comptroller;
- Provide information to the public;
- Develop and make recommendations on improvements to the procurement process;
- Develop and perform an assessment of the committee, committee goals and measurable objectives at the end of each calendar year;
- Participate in an annual review of any sub-committee activities and make recommendations about the direction and continuance of those sub-committees at the end of each calendar year; and
- Schedule meetings so that a majority of the members can travel to and from the meeting in the same day.

Individual Advisory Committee Members Shall:

- Maintain a level of integrity that warrants public trust;
- Attend meetings regularly;
- Review committee agendas and pertinent information before meetings;
- Participate actively in committee meetings;
- Abstain from voting on issues that provide monetary gains to a member's industry or business; and
- Relay pertinent information about committee actions to providers, advocates and interest groups.

Advisory Committee Chair Shall:

- Conduct meetings;
- Work with members and staff to develop the meeting agenda;
- Encourage and solicit participation from all members;
- Establish sub-committees;

- Set time limits for people who request permission in writing to present testimony to the committee;
- Finalize the annual report on committee activities, based on discussions with members at the last meeting of the fiscal year; and
- Attend special meetings as requested.

Advisory Committee Vice-Chair shall:

- Conduct meetings when the chair is unable to attend;
- Provide general background and training for all new committee members;
- Stand in as acting chair in the event that the committee chair must step down; and
- Assist the chair in finalizing the annual report on committee activities.

Advisory Committee Secretary shall:

- Monitor member attendance;
- Ensure the historical preservation of all committee documents; and
- Draft and distribute committee meeting minutes.

Guidelines for Appointment of Members:

The Committee may recommend applicants to the Comptroller's office.

Advisory committee members should possess broad-based knowledge of their businesses and should reflect the geographic and ethnic diversity of the state.

Membership slots are not designated for specific groups or organizations.

The committee membership is composed of companies, not individuals. The company must provide written notification to the chair or TPASS facilitator if it intends to replace its primary representative. The Executive Committee will determine final approval.

Terms of Membership:

Members serve terms established by the Comptroller or specified by law as follows:

Terms are for either two or three years, with termination coinciding with start date.

Terms are staggered so that a proportionate number of members rotate off the committee each year.

Former members may be considered for another appointment after rotating off the committee for at least one year.

Attendance Requirements:

All corporate members are expected to have a primary representative present at all meetings.

Should the primary representative be unable to attend, a secondary representative from the organization may attend. Any corporate member who misses more than two regularly scheduled committee meetings in a fiscal year is subject to replacement, though the executive committee may consider special circumstances.

Quorum:

Over half of the current voting membership must be present for the committee to conduct business.

Election of Officers:

The chair, vice chair and secretary will be elected for one-year terms concurrent with the calendar year.

Elections will be held at the last meeting of the calendar year or as otherwise agreed by a majority of a quorum of the committee.

Elections may be conducted by ballot if there is more than one candidate for a position.

In the event the chairperson should resign, the vice-chair will hold the chair position until a meeting can take place to elect a new chair.

Executive Committee:

The Executive Committee consists of the chair, vice chair, and secretary.

The Executive Committee will evaluate and make recommendations regarding the removal of committee members. A committee member may be removed upon majority vote of a quorum of the committee in accordance with these rules of operation.

The Executive Committee will perform an annual review of the committee guidelines and recommend changes to the entire committee.

Sub-Committees:

Subcommittees may be established as follows:

The chair may establish sub-committees and appoint representatives, both member and nonmember, in cooperation with the committee and Commission facilitator. The chair of any subcommittee must be a member of the Vendor Advisory Committee.

The need for continuance of each sub-committee must be examined at the end of each calendar year.

Public Relations:

Any member who is asked to comment for a publication on the Vendor Advisory Committee should first seek advice from the chair of the Vendor Advisory Committee and the Comptroller facilitator.

Testimony before Committees:

Members of the public may present formal testimony before the Vendor Advisory Committee or its subcommittees under the following guidelines:

The topic is related to the agenda or program area the committee advises.

The chair or Commission facilitator is notified in writing – preferably in advance of the meeting.

The witness follows time limits established by the VAC chair.

The testimony does not unduly delay or disrupt the meeting.